

RE: One-Day Effective Meeting Management Class

Dear Class Participant,

I am looking forward to working with you! Enclosed are the objectives and agenda for our class, and below is the pre-work that I would like you to bring with you to class.

As pre-work, in preparation for our class, please bring a copy of two agendas from meetings you recently attended.

Also, list below three things that bother you most about meetings you attend:

1. _____

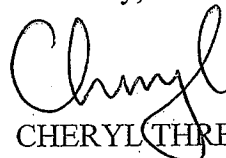
2. _____

3. _____

List one thing that would make this a productive training for you _____

Please bring the completed items above and **your agenda samples** with you to our class. See you then!

Sincerely,



CHERYL THREATT
McDonald Communications

Enclosures

Effective Meeting Management

One-Day Course

A G E N D A

PURPOSE: The purpose of the class is to assist participants with meeting management techniques to make their meetings more productive and efficient.

OBJECTIVES: By the end of the day, participants will be able to

- Plan more effective meetings
- Make efficient use of the meeting participants' time
- Build a useful meeting agenda with measurable objectives
- Learn various techniques to handle non-productive meeting behaviors in a positive way
- Learn some problem solving tools to use in meetings

TIME	TOPIC	PROCESS	WHO
8:00	Welcome <ul style="list-style-type: none"> • Review objectives and agenda 	Present	Cheryl
8:05	Introductions <ul style="list-style-type: none"> • Expectations • Review pre-work 	Present	All
8:30	Meetings <ul style="list-style-type: none"> • What is a meeting? • Meeting types • Meeting roles • Six steps to better meetings 	Present	Cheryl
9:00	Setting up for success	Present/Discuss	All
9:20	Keeping a meeting on track	Present	Cheryl
9:40	Problem solving meeting & tools	Discuss	Cheryl/All
10:15	BREAK	Refresh	All
10:30	Agenda Building <ul style="list-style-type: none"> • Step-by-step instructions • Design a meeting, start to finish • +/-, what is it? 	Present	Cheryl
11:45	Writing effective objective statements	Present/Practice	Cheryl/All
12:00	LUNCH	Nourishment	All
1:00	Build an agenda – Sample exercise <ul style="list-style-type: none"> • Small groups • Report back 	Practice	All
2:00	Build an agenda – Your example <ul style="list-style-type: none"> • Individual • Report back 	Practice	All
2:45	BREAK	Refresh	All

TIME	TOPIC	PROCESS	WHO
3:00	Non-Productive Behaviors <ul style="list-style-type: none"> • Identification • Examples of Interventions 	Discuss/Practice	Cheryl/All
3:45	Rate yourself <ul style="list-style-type: none"> • As a meeting participant • As a meeting leader The necessary steps to an effective meeting Need a facilitator?	Review/Evaluate Review/Discuss Discuss	All All Cheryl/All
4:15	Debrief Class <ul style="list-style-type: none"> • Review objectives • Review participants' expectations 	Evaluate +/- Δ	All
4:30	Adjourn	Farewell	All